



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

## HALL OF JUSTICE

JIM McDONNELL, SHERIFF



January 6, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**ADVANCED NOTIFICATION OF INTENT TO SEEK AN INFORMATION  
TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT  
FIXED PRICE PER DELIVERABLE WORK ORDER TO DEVELOP  
A USE OF FORCE SOFTWARE MODULE**

This letter provides advanced notification to the Board that the Los Angeles County (County) Sheriff's Department (Department) intends to contract with West Advanced Technologies, Inc. (WATI) as a result of a competitive bid, utilizing the Internal Services Department's (ISD) Information Technology Support Services Master Agreement (ITSSMA) for a fixed price Work Order to develop a web-based electronic Use of Force (UOF) module within the Department's Custody Automated Report and Tracking System (CARTS).

ISD issued a Work Order Solicitation request for proposal through ITSSMA for this work order. Two bids were received and WATI was the lower priced qualified bidder.

The web-based electronic UOF module Work Order will be issued for a 12-month period and has a maximum fixed price of \$345,256. In accordance with the ITSSMA guidelines, prior Board notice is required for projects that exceed \$300,000.

### **BACKGROUND**

The Department has undertaken a multi-year initiative to improve information technology support for the Department's Custody Divisions. The Department is also committed to complying with the recommendations of the Citizens' Commission on Jail Violence (CCJV) and effecting the Implementation Plan developed as part of the

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Rosas, et al. v. Baca (Rosas) settlement. The current UOF package consists of nine separate forms, which are handwritten by various individuals involved in a UOF incident and which are submitted to a supervisor for review and compilation of the entire package. The completed UOF package is then routed up the chain-of-command and reviewed at each level until the last approval is obtained. Upon final approval, the required data is manually entered into the current antiquated Facility Automated Statistical Tracking (FAST) Paradox database.

WATI will provide two Programmer Consultants (Consultants) to assist the Department's Correctional Innovative Technology Unit (CITU) staff develop a web-based electronic version of the UOF report package. The workflow will generate a file for a UOF incident as soon as the handling supervisor scans the involved inmate's wristband and types the involved staff's employee number into their portable electronic device (iPod or iPad). The workflow will then email the involved personnel the form(s) required for their specific participation in the UOF incident. The workflow will track submittal deadlines and alert the handling supervisor of personnel who fail to meet a submittal deadline. All reviews of forms, requests for changes or corrections, and approvals will be performed electronically. Data regarding each incident will be retrievable on a real-time basis as soon as it is entered.

### **SCOPE OF WORK**

WATI Consultants will develop, at the direction of the Department's staff, a web-based UOF report package within the CARTS application. CARTS is an n-tier application utilizing SharePoint 2010/2013, SOAP, XML Web Services, SQL database, SQL Server Reporting Services and is written using C# and ASP.NET. CARTS is used exclusively by the Department's staff who have appropriate permissions. The Department currently has a project team of four developers and a project manager working on CARTS.

The Consultants will join the Department's development team and immediately begin programming based on specifications defined and documented by the Department's CARTS project team.

### **JUSTIFICATION**

This initiative will assuage concerns expressed in the CCJV report. Information on force incidents will be entered into the data systems consistently, which would include attaching and referencing any other supporting documentation or artifacts such as video and audio files. Involved personnel's personal information will pass to the Personnel Performance Index (PPI) system and be available to the Department's "early warning system" in real-time. Statistical data and data analytics regarding use of force incidents can be tracked and analyzed in real-time by Department executives. The deadline notification ability will ensure deputies provide a timely written report of UOF incidents.

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The system will allow each facility's risk manager to track and monitor UOF investigations.

The Rosas Implementation Plan (RIP) requires the Department to track the status of all investigations, reviews, and evaluations of all Custody UOF incidents and to ensure they are completed appropriately and timely. The RIP also requires UOF investigation packages have a standard order and format. The RIP further requires the early warning system to identify potentially problematic Department members based upon objective criteria, including but not limited to, the number of force incidents in which a member is involved. This system will be the vehicle by which these requirements are met.

The Department does not have qualified programmers to complete this project within the time constraints of the previously mentioned settlement agreement and implementation plan, which necessitates the utilization of ITSSMA Consultants.

The Chief Information Office has reviewed and concurs with this Work Order approach.

#### **FISCAL IMPACT**

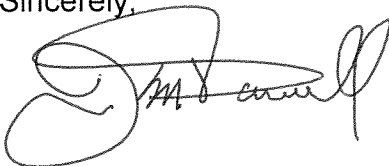
The cost of this fixed price Work Order is \$345,256 and was factored into the original CCJV program budget as a necessary cost component under the program. Similar to prior year's practice/history with respect to CCJV program expenses the Department will proceed with securing this Work Order and then subsequently request from the Chief Executive Office that this expense be reimbursed with the transfer of funds from the County's Provisional Financing Uses budget.

#### **CLOSING**

Consistent with ITSSMA policies and procedures, the Department is informing the Board of its intention to execute this Work Order with WATI for the development of a web-based UOF package. In ten business days, absent any concerns from your office, the Department will request that ISD proceed with the award of an ITSSMA Work Order to secure the requested consultants.

If you have any questions, please contact Sergeant Donald Jeanson, Custody Services Division Administration, at (213) 893-5881.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim McDonnell", written over a horizontal line.

JIM McDONNELL